



INFORMATION PACKAGE

POSITION: RIVERSIDE NURSERY – EMPLOYEE TRAINER/SUPERVISOR

Following an internal reorganization, applications are invited for the position Employee Trainer/Supervisor with the Riverside Nursery. As part of Tulgeen Disability Services, the Riverside Nursery offers supported employment and vocational training to people with disability in the areas of retail and wholesale nursery operation.

The position requires a self motivated person with the desire to work as part of a team; will provide a high standard of work; and the enthusiasm to offer quality support for people with disability.

Essential Skills include – demonstrated ability to work and communicate effectively with people with disability; experience in nursery work including propagation, planting & stock movement; proven supervisory skills; high level communication skills both written & verbal, commitment to OHS principles; senior first aid certificate; and current drivers license. **Desirable Skills** include – Certificate IV in Disability Work or equivalent (or a willingness to undertake same); Certificate IV in Training & Assessment; and willingness to undertake further job related training.

Salary and conditions of employment are in accordance with Social, Community, Home Care & Disability Services Industry Award 2010 – Grade 2 (subject to qualifications & experience). A copy of the Selection Criteria and job description can be obtained by phoning 6492 2455 or by visiting www.tulgeendisabilityservices.com.au

Written application addressing the above criteria and including at least two referees should be forwarded to the Business Services Manager, Tulgeen Disability Services, PO Box 512, Bega 2550 by close of business Friday 16 July 2010. ***Please note – this position is subject to a criminal records check.***

LOCATION – The position is located at the Riverside Nursery, Taronga Crescent, Bega

BRIEF OVERVIEW - Although a commercial enterprise competing on the open market, the primary focus is to provide supported employment and training to employees with disability with the aim of gaining and maintaining skills that may lead to open employment. Notwithstanding the above, the funding body – the Department of Families, Housing, Community Services and Indigenous Affairs (FAHCSIA) expects all business services to be commercially viable.

HOURS OF WORK - Normal hours of duty will be 8:00am to 4:00pm Monday to Wednesday. However, the opportunity may arise for the position to become 5 days per week. Flexibility to extend days of work in the meantime would be advantageous.



POSITION DESCRIPTION

Note – this position combines both job descriptions of Employee Trainer & Nursery Supervisor:

EMPLOYEE TRAINER:

Primary Purpose	The primary purpose of the Employee Trainer is to provide on-the-job training to employees of the Tulgeen Business Services (Australian Disability Enterprises) according to the individual's Employment Assistance Plans.
Reports to	Business Services Manager
Functional Area	Business Services (Australian Disability Enterprises)
Classification	CSW Grade 2
Specific Accountabilities	<ul style="list-style-type: none"> • Ensure all relevant policies and procedures including Occupational Health & Safety, Risk Management, the Disability Service Standards, and any other required legislation are implemented and adhered to during everyday operations. • Liaise with Business Service Manager, Coordinator and Supervisors to support Employee's Workplan goals and objectives. • Provide support for Employee's and refer to other appropriate resources when necessary. • In consultation with the Business Service Manager, Coordinator and Supervisors, develop, implement, monitor and review Employee's training programs to achieve positive outcomes. • Maintain up-to-date training files for Employee's. • In consultation with the Business Service Manager, follow procedures for behaviour management and intervention programs. • Maintain and update workplace documentation. • Maintain employee records relating to service delivery outcomes of employment activities. • Carry out other duties as directed. • Implement, deliver and participate in job related training in consultation with line management and the Training & Development Facilitator. • Participate in job related training in consultation with line management and the Training & Development Facilitator.
Qualifications/ Industry Experience	<ul style="list-style-type: none"> • Current Senior First Aid Certificate. • Certificate IV in Disability Work. • Current NSW Drivers Licence. • Certificate IV in Training & Assessment • Demonstrated experience in working with people with disability.

Skills, Abilities, Competencies	<ul style="list-style-type: none"> • Demonstrated ability to work and communicate effectively with people with disability. • Ability to meet deadlines and demonstration of effective time management skills. • Ability to work as part of a team in an environment of change. • Demonstrated ability to achieve successful outcomes in the delivery of services. • Ability to communicate effectively at all levels of the community and government, both verbally and in writing. • Highly developed computer literacy skills using Microsoft Office applications. • Ability to foster and maintain links with management, clients, employees, staff and key stakeholders. • Ability to work with a high level of independence and autonomy. • Demonstrated skill in motivating and leading the workforce. • Demonstrated management, organisational and administrative skills.
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The **Employee Trainer** will contribute to the successful accomplishment of the Tulsegeen Disability Services Strategic Directions by implementing or performing the following strategies and tasks.

Contribution to Strategic Directions	<ul style="list-style-type: none"> • Provide education and information about the range of services and support available to people with a disability, their families, carers and stakeholders. • Facilitate community networking to foster informal support. • Provide a diverse range of flexible support models to meet the changing needs of people with disability, their families, carers, and stakeholders. • Provide services based on the individual needs of people with disability. • Promote and use a consultative process, structured work responsibilities and systems. • Engender high performance, continuous improvement, teamwork and a client-focussed culture. • Take a holistic, innovative and responsible approach in pursuing best practice, ongoing continuous improvement and client-focussed outcomes. • Develop and implement common internal systems. • Facilitate internal networking. • Implement, monitor and review continuous improvement mechanisms. • Harness and embrace the organisation's vision, values, and strategic direction. • Utilise appropriate Information Technology (IT) systems to communicate information within the organisation. • Report information through organisational line management. • Consult with staff prior to implementation of solutions.
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RIVERSIDE NURSERY SUPERVISOR:

Primary Purpose	The primary purpose of the Riverside Nursery Supervisor is to assist the operation of a retail/wholesale nursery, and provide vocational training and support to people with disability.
Reports to	Riverside Nursery Coordinator
Functional Area	Business Services (Australian Disability Enterprises)
Classification	CSW Grade 2
Specific Accountabilities	<ul style="list-style-type: none"> • Ensure all relevant policies and procedures including Occupational Health & Safety, Risk Management, the Disability Service Standards, and any other required legislation are implemented and adhered to during everyday operations. • Liaise with the Riverside Nursery Coordinator to facilitate the effective delivery of day-to-day Nursery services. • Assist the coordination of all functions of the Riverside Nursery; including produce scheduling, sales and supervision of, employees and volunteers to ensure quality control are of a high standard. • Investigate options as required by the Coordinator for external purchasing to enhance opportunities for on selling. • Ensure all volunteers and casual staff are supervised at all times and ensure the Code of Conduct is adhered to at all times. • Assist the Coordinator to develop and plan production schedules on a daily, weekly and monthly basis. • Provide on-site coordination and support to staff and employees. • Provide job quotes and proposals as required. • Liaise with all service departments to facilitate employee transition to and from the workplace. • Assist with the organisation of employee transport to and from the workplace and work sites. • Assist in the logistics of materials and equipment used during the delivery of Riverside Nursery services. • Attend relevant meetings, conferences, and seminars/training courses; subject to approval from the Business Services Manager & Operations Manager. • Promote effective communication techniques between staff, employees and customers. • Develop new networks in the community in consultation with the Coordinator

<p>Specific Accountabilities cont.</p>	<ul style="list-style-type: none"> • Develop, implement, monitor and review Employee Assistance Programs (EAP's/WP) in consultation with the Training & Development Facilitator, Business Services Manager, Supervisors and the employee. • Conduct employee assessments as required. • Facilitate employees to work in open or supported employment in accordance to their Work Plans. • Meet all statutory and organisational information requirements by maintaining all business, consumer and employee records ensuring that internal reporting procedures are in line with TDS policy and procedures. • Record and complete the banking for the Riverside Nursery and Bega Valley Workcrew as required. • Participate in internal and external audits. • Facilitate the development, implementation, monitoring and review of Behaviour Support Plans. • Facilitate the implementation, monitoring and review of organisational Policy and Procedures.
<p>Qualifications/ Industry Experience</p>	<ul style="list-style-type: none"> • Current Senior First Aid Certificate • Current NSW Drivers Licence. • Certificate IV in Disability Work or equivalent. • Statement of Attainment in Training and Assessing. • Demonstrated experience in Nursery Work including propagation, planting and stock control.
<p>Skills, Abilities, Competencies</p>	<ul style="list-style-type: none"> • Demonstrated ability to work and communicate effectively with people with disability. • Ability to meet deadlines and demonstration of effective time management skills. • Ability to work as part of a team in an environment of change. • Demonstrated ability to achieve successful outcomes in the delivery of services. • Highly developed computer literacy skills using Microsoft Office applications. • Ability to foster and maintain links with management, clients, employees, staff and key stakeholders. • Ability to work with a high level of independence and autonomy. • Demonstrated skill in motivating and leading the workforce. • Demonstrated management, organisational and administrative skills.

The **Riverside Nursery Supervisor** will contribute to the successful accomplishment of the Tulgeen Disability Services Strategic Directions by implementing or performing the following strategies and tasks.

<p>Contribution to Strategic Directions</p>	<ul style="list-style-type: none"> • Provide education and information about the range of services/support available to people with disability, the families, carers, and stakeholders. • Facilitate community networking to foster informal support. • Provide a diverse range of flexible support models to meet the changing needs of people with disability, their families, carers, and stakeholders. • Provide services based on individual needs of people with disability. • Promote and use a consultative process, structured work responsibilities and
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	<p>systems.</p> <ul style="list-style-type: none"> • Engender high performance, continuous improvement, teamwork and a client-focussed culture. • Take a holistic, innovative, and responsible approach in pursuing best practice, ongoing continuous improvement and client-focussed outcomes. • Develop and implement common internal systems. • Facilitate internal networking. • Implement, review and monitor continuous improvement mechanisms. • Harness and embrace the organisation’s vision, values, and strategic direction. • Utilise appropriate IT systems to communicate internally. • Report through line management. • Consult with staff prior to implementation of solution. • Identify the physical requirements of each service provision. • Conduct regular maintenance of equipment/facilities. • Develop and maintain partnerships/alliances with the supply chain.
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Probationary Period

This appointment is subject in the first instance to a probationary period of 3 months. During that period your employment will be subject to review. Prior to the end of the probationary period your employment will be confirmed for the duration of the contract or terminated as per the award or the probationary period will be extended. Should employment be terminated, there will be no entitlements to payment for the unexpired period.

Criminal Records Check

All applicants will be required to undertake a criminal records check. Information relating to the content of any criminal records check remains confidential, however, it could influence the decision to proceed with the appointment.

Terms and Conditions

The position is a full time contract position. The successful applicant will be employed according to the terms and conditions of employment as stated in the Contract of Employment offered by Tulgeen Group and the Policies and Procedures of the organisation. The employer will be Tulgeen Disability Services

Disclaimer

Upon endorsement of this document, I _____ understand that in accepting this position these are my duties and responsibilities.

Incumbent's Name	
Incumbent's Signature	
Date	

The details contained in this document are an accurate and current statement of the duties and responsibilities of this position.

Manager's Name	
Manager's Signature	
Date	